

Headquarters  
Department of the Army  
Washington, DC  
11 February 2004

Personnel—General

Procurement and Presentation of Coins by Headquarters Department of the Army  
Principal Officials

**Applicability.** This memorandum applies to Headquarters, Department of the Army, and its field operating agencies and Joint/Department of Defense agencies administratively supported by HQDA.

**Proponent and exception authority.** The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions to this memorandum that are consistent with controlling laws and regulations. The Administrative Assistant may delegate the approval authority, in writing, to a Director under his supervision who holds the grade of GS-15 or 06.

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**1. Purpose**

This letter establishes policy for procurement and presentation of coins by HQDA principal agencies and activities as a recognition device.

**2. References**

- a. Army Regulation 672-20, Incentive Awards.
- b. Department of the Army Pamphlet 672-20, Incentive Awards Handbook.
- c. Army Regulation 600-8-22, Military Awards.
- d. Army Regulation 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities.
- e. Army Regulation 37-47, Representation Funds of the Secretary of the Army.
- f. Section 4503, Title 5, United States Code (5 USC 4503) (Available at <http://www.gpoaccess.gov/uscode/index.html>).
- g. Section 1125, Title 10, United States Code (10 USC 1125) (Available at <http://www.gpoaccess.gov/uscode/index.html>).

**3. Explanation of terms**

- a. *Abbreviations.*
  - (1) AASA—Administrative Assistant to the Secretary of the Army

(2) AR—Army Regulation

(3) ASA (M&RA)—Assistant Secretary of the Army for Manpower and Reserve Affairs

(4) HQDA—Headquarters Department of the Army

(5) SA—Secretary of the Army

*b. Terms.* HQDA coin—A custom minted and emblazoned coin about the size of a U.S. half dollar, or silver dollar coin, typically with an insignia on the front side (obverse) and inscription on the reverse side.

#### **4. Responsibilities**

*a.* The Secretary of the Army has the overall responsibility for the Army Incentive Awards Program.

*b.* The Administrative Assistant to the Secretary of the Army (AASA), as the HQDA MACOM Commander, will provide leadership, direction, and supervision over the execution of this policy.

*c.* The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) will exercise overall staff oversight over the Army-wide Incentive Awards Program.

#### **5. Policy**

*a. General.* Coins are intended for use as a tool by HQDA principals to provide tangible, honorary recognition to HQDA and other DOD personnel for acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the Army's mission. Coins for this purpose may be procured with the operating accounts of an HQDA agency.

*b. Procurement authority.* This policy does not address the presentation of coins that have been procured by private organizations, nonappropriated funds (see AR 215-1), official representation funds (see AR 37-47), or personal funds.

(1) Coins may be procured with operating funds and presented pursuant to the following authorities:

(a) Recognition for accomplishments, award of trophies (10 USC 1125).

(b) Agency Awards (5 USC 4503).

(2) Only principal officials holding the rank of brigadier general (BG) (to include one frocked)), or Senior Executive Service (SES) civilian equivalents or above of HQDA agencies, the Sergeant Major of the Army, and commanders or directors of field operating agencies and direct reporting units headed by a commissioned officer or civilian equivalent are authorized to purchase coins with appropriated funds.

(3) Coin procurement authority may be delegated in writing to one individual under the supervision of the principal official who holds the grade of GS-15, O-6, or higher. This authority may not be further delegated, and award of a coin may be made only on behalf of the principal official.

*c. Limitations on purchase authority.*

(1) HQDA agencies and field operating agencies (FOA) may expend a reasonable amount of their operating funds, set aside for awards, to purchase coins. Purchase and issuance will be limited as follows:

(a) HQDA principal agencies and activities headed by a BG (to include one frocked), SES civilian equivalent, or above, and the Sergeant Major of the Army.

(b) Field operating agencies headed by a commissioned officer or civilian equivalent.

(2) Coins minted or manufactured with the presenter's name results in unused or obsolete stock upon reassignment or retirement of the presenter. Therefore, with exception of the Secretary of the Army, Chief of Staff of the Army, and the Sergeant Major of the Army, coins procured with appropriated funds, after the effective date of this policy, may identify the presenter only by position or title of the presenter and/or the name of the agency presenting the coin (for example, Administrative Assistant to the Secretary of the Army). The presenter's name may be engraved on a coin for each individual presentation.

(3) With exception of the Secretary of the Army, Chief of Staff of the Army, and the Sergeant Major of the Army, the AASA must approve any coin acquisitions in excess of \$5,000 in any one fiscal year.

*d. Presenting coins.* Each HQDA principal official will establish a standard protocol with respect to who is authorized to present coins on their behalf. HQDA principal officials will establish a method for maintaining a record of fiscal year expenditures for coins purchased.

(1) Coins may be presented to DOD personnel for the following purposes:

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(a) To recognize excellence in an Army competition or similar activity (in accordance with AR 600-8-22 and AR 672-20).

(b) To recognize a unique accomplishment that furthers the efficiency and effectiveness of the Army's mission (in accordance with AR 600-8-22 and AR 672-20).

(2) Coins purchased with appropriated funds shall not be presented to contractor personnel.

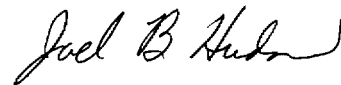
### 6. Exceptions

Any request for exception shall be submitted to the Office of the Administrative Assistant to the Secretary of the Army, attention SAAA-EX.

By order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

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